

DDA Registry  
85-1036

OIS 85-126

21 March 1985

MEMORANDUM FOR: Executive Officer to the  
Deputy Director for Administration

From:

CIA Top Secret Control Officer  
Office of Information Services

SUBJECT: 1984 Audit of Top Secret Collateral Documents

1. The Agency Top Secret Control Officer, by regulation, conducts an annual inventory and inspection of Top Secret collateral documents held by each Agency component. This activity is part of the Office of Information Services' (OIS) responsibility for managing the Agency Top Secret Control Program to ensure accountability for Top Secret collateral documents.

ODDA Top Secret Control Officer, was the point of contact for the 1984 audit and coordinated the review of ODDA documents.

2. The audit, conducted on 30 November 1984, required selecting a random sample of ODDA documents for comparison with our control records. In reviewing documents selected from the DDA Registry files, we identified a number of documents that were not on record in the Top Secret Control Automated Data System (TSCADS). Because of this discrepancy, we offered the assistance of a part-time OIS annuitant to [redacted] to review ODDA files and verify current holdings with our records.

3. On 14 December 1984, [redacted] was detailed to ODDA to conduct the document search. This activity was coordinated with [redacted] and the DA Records Management Officer, [redacted]. The search activity involved viewing documents on file in the Registry vault, and was concluded on 17 December 1984.

4. The OIS annuitant sighted a total of 518 Top Secret collateral documents; 327 were on record in TSCADS as being charged to the DDA Registry, including 3 documents previously recorded as unaccounted for. Another 191 of the sighted documents were not on record as being assigned to ODDA; these documents were noted for followup review. In further reviewing our control records for these document control numbers, we identified 96 of the documents as having been previously downgraded. A listing of the control numbers and classification changes for these documents is attached. The remaining 95 unlisted documents were assigned to the DDA Registry account.

5. For the inventory and audit to be productive, the classification changes identified on the attached listing should be made to each downgraded document and the corresponding Form 26, Control and Cover Sheet for Top Secret Document (Collateral), should be submitted to this office. Finally, to preclude similar problems in the future, the DDA Registry's handling of Top Secret collateral documents should be conducted in accordance with the program requirements outlined in [redacted] Collateral Top Secret Control Handbook.

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6. Your cooperation in bringing this matter to a conclusion would be appreciated. If you need additional information about this audit I can be reached on extension



Attachment

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